

NAME CHANGE

YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:

- You want to legally change your name and/or the name of your child under age 18.
- Each person whose name you want to change lives in Coconino County.
- You are at least 18.
- If you want to change your child's name:
 - Both parents are at least 18.
 - Either 1) both parents will sign or 2) paternity has not been legally established.

Paternity has been legally established if:

- A court order names Father as the children's father.

OR

- Mother and Father signed an Acknowledgment of Paternity through the hospital paternity program or other means provided by law after July 18, 1996, and a birth certificate listing Father as the father was issued as a result.

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

How Long Does It Take?: About two weeks.

No Name: If you want to add a first name to a birth certificate that doesn't list one, enter the current legal first name as "No Name" on these forms. (For example, "No Name Smith".)

STEP 1: FILL OUT THE CIVIL COVER SHEET

Under "Plaintiff's Name and Address", list your name and address. If you're changing a child's name, also list the name and address of each child and the other parent. (Write on the back of the page if you need more room.)

Leave the rest of the form blank.

STEP 2: FILL OUT THE PETITION FOR NAME CHANGE

- (1) Enter the current legal name of each person whose name you're changing.
- (2) Check the box(es) indicating whether you want to change the name of an adult, a minor, or both.
- (3) If you want your own name changed, enter your current legal name, new name, birthdate, and birthplace. Then fill in the rest of the section called "My Name Change," as follows:
 - (4) Check the box indicating whether you've been convicted of a felony. If you're currently facing felony charges, list the charges.
 - (5) Check the box indicating whether you have changed your name before. If yes, enter each former name, the dates you had it, and why you changed it.
- (6) If you want your child's name changed, enter each child's current legal name, new name, birthdate, and birthplace.
- (7) If you want your child's name changed and paternity has not been legally established and the other parent will not sign, check the box.
- (8) Enter why you want each name changed.
- (9) Read the Petition and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary. If the other parent is signing, have the other parent sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

STEP 3: FILL OUT THE ORDER CHANGING NAME

- (1) Enter the name you use and your mailing address; city, state, and zip code; and phone number.
- (2) Enter the current legal name of each person whose name you're changing.
- (3) Check the box(es) indicating whether you want to change the name of an adult, a minor, or both.

- (4) For each person whose name you want changed, enter the current legal name, new name, and birthdate.
- (5) If you want a birth certificate issued with the new name, check the box.

STEP 4: FILE THE FOLLOWING WITH THE COURT

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

- ☐ Civil Cover Sheet
- ☐ Petition for Name Change
- ☐ Order Changing Name

Also take or mail the \$289 filing fee. The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Getting Help With a Filing Fee*.

The Clerk will stamp your copies with the filing date and return them to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER

The Court will mail you a copy of the Order stamped with the judge's signature once the judge signs it. This is called a "conformed" copy. It is not a "certified copy".

You will need a "certified copy" of the Order to get a new birth certificate, driver's license, or social security card or for other official purposes. To get a certified copy, you must pay the Clerk's Office \$27, plus \$0.50 per page, in the form of cash, cashier's check, or money order payable to "Clerk of Superior Court". If you pay these fees when you file the Petition and Order, the Court will mail you the certified copy once the judge signs the Order. You can also go back to the Clerk's Office at a later date to pay the fee and receive a certified copy of the Order.

**In the Superior Court of the State of Arizona
In and For the County of Coconino**

Case Number _____

CIVIL COVER SHEET
NEW FILING ONLY

(Please Type or Print)

Plaintiff's Attorney _____

Attorney Bar Number _____

Plaintiff's Name(s): (List all)

Plaintiff's Address:

(List additional plaintiffs on page two and/or attach a separate sheet).

Defendant's Name(s): (List All)

(List additional defendants on page two and/or attach a separate sheet)

EMERGENCY ORDER SOUGHT: ☐ Temporary Restraining Order ☐ Provisional Remedy ☐ OSC
☐ Election Challenge ☐ Employer Sanction ☐ Other _____
(Specify)

☐ RULE 8(i) COMPLEX LITIGATION DOES NOT APPLY. (Mark appropriate box under **Nature of Action**)

☐ RULE 8(i) COMPLEX LITIGATION APPLIES. Rule 8(i) of the Rules of Civil Procedure defines a "Complex Case" as civil actions that require continuous judicial management. A typical case involves a large number of witnesses, a substantial amount of documentary evidence, and a large number of separately represented parties.
(Mark appropriate box on page two as to complexity, **in addition** to the Nature of Action case category).

NATURE OF ACTION

(Place an "X" next to the **one** case category that most accurately describes your primary case.)

TORT MOTOR VEHICLE:

- ☐ Non-Death/Personal Injury
☐ Property Damage
☐ Wrongful Death

TORT NON-MOTOR VEHICLE:

- ☐ Negligence
☐ Product Liability – Asbestos
☐ Product Liability – Tobacco
☐ Product Liability – Toxic/Other
☐ Intentional Tort
☐ Property Damage
☐ Legal Malpractice
☐ Malpractice – Other professional

- ☐ Premises Liability
☐ Slander/Libel/Defamation
☐ Other (Specify) _____

MEDICAL MALPRACTICE:

- ☐ Physician M.D. ☐ Hospital
☐ Physician D.O. ☐ Other

CONTRACTS:

- ☐ Account (Open or Stated)
☐ Promissory Note
☐ Foreclosure
☐ Buyer-Plaintiff
☐ Fraud
☐ Other Contract (i.e. Breach of Contract)

CONTRACTS continued:

- ☐ Excess Proceeds-Sale
☐ Construction Defects (Residential/Commercial)
 ☐ Six to Nineteen Structures
 ☐ Twenty or More Structures

OTHER CIVIL CASE TYPES:

- ☐ Eminent Domain/Condemnation
☐ Forcible Detainer
☐ Change of Name
☐ Transcript of Judgment
☐ Foreign Judgment
☐ Quiet Title
☐ Forfeiture
☐ Election Challenge
☐ NCC- Employer Sanction Action (A.R.S. §23-212)
☐ Injunction against Workplace Harassment
☐ Injunction against Harassment
☐ Civil Penalty
☐ Water Rights(Not General Stream Adjudication)
☐ Real Property
☐ Sexually Violent Person (A.R.S. §36-3704)
☐ Minor Abortion
☐ Special Action Against Lower Courts

UNCLASSIFIED CIVIL:

- ☐ Administrative Review

- ☐ Tax Appeal

(All other tax matters must be filed in the AZ Tax Court)

- ☐ Declaratory Judgment
☐ Habeas Corpus
☐ Landlord Tenant Dispute- Other
☐ Restoration of Civil Rights (Federal)
☐ Clearance of Records (A.R.S. §13-4051)
☐ Declaration of Factual Innocence (A.R.S. §12-771)
☐ Declaration of Factual Improper Party Status
☐ Vulnerable Adult (A.R.S. §46-451)
☐ Tribal Judgment
☐ Structured Settlement (A.R.S. §12-2901)
☐ Attorney Conservatorships (State Bar)
☐ Unauthorized Practice of Law (State Bar)
☐ Out-of-State Deposition for Foreign Jurisdiction
☐ Secure Attendance of Prisoner
☐ Assurance of Discontinuance
☐ In-State Deposition for Foreign Jurisdiction
☐ Eminent Domain– Light Rail Only
☐ Interpleader– Automobile Only
☐ Delayed Birth Certificate (A.R.S. §36-333.03)
☐ Employment Dispute- Discrimination
☐ Employment Dispute-Other
☐ Other _____

(Specify)

COMPLEXITY OF THE CASE

If you marked the box on page one indicating that Complex Litigation applies, place an “X” in the box of no less than one of the following:

- ☐ Antitrust/Trade Regulation
☐ Construction Defect with many parties or structures
☐ Mass Tort
☐ Securities Litigation with many parties
☐ Environmental Toxic Tort with many parties
☐ Class Action Claims
☐ Insurance Coverage Claims arising from the above-listed case types
☐ A Complex Case as defined by Rule 8(i) ARCP

Additional Plaintiff(s)

Additional Defendant(s)

(1) Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

In the Matter of the Petition of:

Case Number: _____

(2) _____

PETITION FOR NAME CHANGE

(3) **FOR** ☐ **AN ADULT AND/OR** ☐ **A MINOR**

MY NAME CHANGE:

I ask the court to change my name as follows:

(4) Current Legal Name: _____
New Name: _____
Birthdate: _____ Birthplace: _____

(5) ☐ Yes ☐ No: I have been convicted of a felony.
I am currently facing felony charges for: _____
I am not asking for this name change to commit or help commit a crime.

(6) ☐ Yes ☐ No: I have changed my name before.
MY NAME WAS: _____ From: _____ To: _____
Reason for Change: _____
MY NAME WAS: _____ From: _____ To: _____
Reason for Change: _____

MY CHILD'S NAME CHANGE:

I ask the court to change my child's name as follows. Each child is my natural or adopted child.

(7) CURRENT LEGAL NAME: _____
New Name: _____
Birthdate: _____ Birthplace: _____
CURRENT LEGAL NAME: _____
New Name: _____
Birthdate: _____ Birthplace: _____
CURRENT LEGAL NAME: _____
New Name: _____
Birthdate: _____ Birthplace: _____

(8) The other parent agrees with this child's name change and is signing this form or ☐ paternity has not been legally established.

Each person whose name change is requested is a resident of Coconino County.

(9) I request the name change for the following reason:

This petition is made solely for the best interest of each person whose name change is requested. It will not change any rights or obligations under the original name.

(10) OATH AND VERIFICATION:

I have read this Petition. It is true and complete to the best of my knowledge.

Applicant's Signature: _____

State of Arizona)

)

County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____

Notary Expiration Date: _____

I have read this Petition. It is true and complete to the best of my knowledge.

Other Parent's Signature: _____

Other Parent's Printed Name: _____

State of Arizona)

)

County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____

Notary Expiration Date: _____

(1) Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

In the Matter of the Petition of _____

Case Number: _____

(2) _____

ORDER CHANGING NAME

(3) OF ☐ AN ADULT AND/OR ☐ A MINOR

THE COURT FINDS:

Each person whose name change is requested is a resident of Coconino County. If a name change is requested for a minor, the minor's natural or adopted parents agree to the name change. Good cause exists to grant the request.

THE COURT ORDERS:

(4)	The Current Name	Is Changed to the New Name	Birthdate
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

This order does not end any rights or obligations under the original name.

(5) ☐ The Department of Vital Records shall issue a new birth certificate reflecting the new name for each name change ordered.

Date: _____

Judicial Officer: _____